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**TO: Economic Support Supervisors
Economic Support Lead Workers
Training Staff
Child Care Coordinators
W-2 Agencies**

**FROM: Amy Mendel-Clemens
Communications Section
Bureau of Health Care Eligibility**

BHCE/BWP OPERATIONS MEMO

No.: 03-25

Date: 03/25/2003

Non W-2 [X] W-2 [X] CC []

PRIORITY: HIGH

SUBJECT: CARES WORK PROGRAM ACTIVITY COMPLETION CODES

EFFECTIVE DATE: April 1, 2003

PURPOSE

The purpose of this memo is to inform work program agencies that use CARES screen WPCH of revisions made to Completion Codes.

POLICY

Completion Code Revisions

The number of completion codes has been consolidated in order to simplify the process for closing out an activity on WPCH. The list of completion codes have been reduced to the following seven codes:

A – SUCCESSFULLY COMPLETED

An example of successful completion is graduating from a Certified Nursing Assistant program or obtaining a General Education Diploma (GED).

B – UNSUCCESSFULLY COMPLETED

This code should be used when an activity is interrupted for any reason that is not defined in the other completion codes **or** the participant completes the activity but has not reached the intended goal.

Example:

- Unsuccessful completion is a participant's failure to increase his or her reading level after participation in an Adult Basic Education course.
- Participant moves out of state prior to completing the activity.

C – ACTIVITY ENDED DUE TO CMF PLACEMENT/EMPLOYMENT

This code should be used for W-2 participants who end their participation in an activity as a result of becoming employed.

D – COMPLETED APPROPRIATE FORMAL ASSESSMENT WITHIN PRIOR 12 MONTHS

This code should be used to identify that a formal assessment meeting W-2 policy requirements has been completed with the participant within the prior twelve months.

E – FAILED TO PARTICIPATE – NOT GOOD CAUSE

This code should be used when the activity is closed because the participant has failed without good cause to participate.

F – INAPPROPRIATE ASSIGNMENT

This code should be used when the agency determines that an error was made in assigning the participant to a particular activity. When this code is used, an explanation should also be documented in case comments.

M – TRANSFERRED CASE

This code should be used when the activity is interrupted as a result of the participant transferring to another agency.

IMPACT ON PERFORMANCE STANDARDS

Effective April 1, 2003, in order for a W-2 participant to meet the Educational Activity Attainment (EAA) standard, the activity completion code must be either A – Successfully Completed or C – Activity Ended Due to CMF Placement/Employment.

CONTACTS

BHCE CARES Information & Problem Resolution Center

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Note: Email contacts are preferred. Thank you.